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| **WORK PERFORMANCE – Bundle Two** | | |
| **VCE VET SCORING CRITERIA** | | |
| Assessor: Lyn Clarkson | Student: | Student no: |
| VCE VET program: Hallam | School no: | RTO no: |

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| **CRITERIA** | **LEVELS OF PERFORMANCE** | | | | |
|  | **1 (base)** | **2** | **3 (medium)** | **4** | **5 (high)** |
| **Application of underpinning knowledge** | Displays an understanding of the key concepts and knowledge underpinning the work task/s. |  | Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. |  | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |
| Applies these understandings in the performance of work functions. |  | Proficiently applies these understandings in the performance of work functions. |  | Effectively applies these understandings in the performance of work functions. |
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| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Communication, language and interpersonal skills** | Uses communication and interpersonal skills appropriate to the audience and situation. |  | Uses a range of communication and interpersonal skills appropriate to the audience and situation. |  | Effectively selects and uses a range of communication and interpersonal skills appropriate to the audience and situation. |
| Displays an understanding and appropriate use of key industry and enterprise language in performance of the work task/s. |  | Displays a sound understanding and correct use of key industry and enterprise language in performance of the work task/s. |  | Demonstrates a thorough understanding and correct use of industry and enterprise language in performance of the work task/s. |
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| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Techniques and processes** | Performs key technical skills/procedures to the standard required in the workplace, including correct use of any equipment. |  | Performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. |  | Effectively performs all technical skills/procedures to the standard required in the workplace, including correct use of any equipment. |
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| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Work organisation** | Demonstrates an awareness of the benefits of effective work organisation. |  | Demonstrates a sound understanding of the benefits of effective work organisation. |  | Demonstrates a thorough understanding of the benefits of effective work organisation |
| Describes the key stages in planning and organising a work function. |  | Describes accurately the stages in planning and organising a work function. |  | Clearly and accurately explains the stages in planning and organising a work function |
| Applies planning and organisational skills in the performance of work functions. |  | Applies sound planning and organisational skills in the performance of work functions. |  | Independently applies planning and organisational skills in the performance of work functions. |
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| ❑ | ❑ | ❑ | ❑ | ❑ |
| **Supervision and performance of work tasks** | Under normal workplace supervision, requires additional supervisor-initiated support to complete tasks safely in accordance with workplace requirements. |  | Under normal workplace supervision, seeks limited additional supervisor support to complete tasks safely in accordance with workplace requirements. |  | Works independently under normal workplace supervision conditions to complete tasks safely in accordance with workplace requirements. |
| Demonstrates competence in all units/achievement of all learning outcomes. |  | Demonstrates competence in all units/achievement of all learning outcomes. |  | Demonstrates competence in all units/achievement of all learning outcomes. |
| Work performance complies with most enterprise work standards. |  | Work performance complies with all key enterprise work standards. |  | Work performance complies with all enterprise work standards. |
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| ❑ | ❑ | ❑ | ❑ | ❑ |